

Creating On-Contract Purchases

This document is a quick-reference guide for procurement users who need to need to create an on-contract purchase in the Arizona Procurement Portal (APP.) If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO Website: <https://spo.az.gov/>.

To create an on-contract purchase, a Requisitioner will log into APP and be able to create a requisition from a hosted catalog or a punch-out catalog. A hosted catalog is an internal catalog maintained by the State and its agencies. A punch-out catalog is an external catalog maintained and controlled by the supplier. After both types of requisitions have been created and submitted they will go through the approval workflow that has been defined for that requisitioner's agency.

Creating a Requisition from a Hosted Catalog

1. From any page in the APP, navigate to the **Catalogs** drop-down menu and select **Browse Items**.
2. From the Browse Items Page, search or filter for items or services you are looking for using the search bar. In the search bar, you can enter key words to help you find the item you are looking for. You can add multiple items by selecting multiple checkboxes.
3. Select the **checkbox** next to each desired item and adjust the **Quantity**.

| | | | |
|---|------|--|--------------------|
| 4 | i1_2 | Goodwill Industries of Central Arizona | Service for Item 1 |
| 1 | i1_2 | Office Depot | Index Card |

4. Once all items are selected, click **Add Selected Items to Cart**. Click **Go to Requisition**.

Total (tax excl.): 400.00 USD

Go To Requisition

4. Fill in Header information including **Site, Fiscal Year, Delivery Address** and **Invoicing Address**.
5. Click the **Pencil Icon** to edit the item's budget information.
6. Select the **Tax** and fill-in the necessary budget information. Please note that **Account Template** or **Function** are required fields for successful encumbrance. If these are left blank then **Budget Fiscal Year, Unit, Fund, Appr Unit, Object, Task, and Department** must be entered.
7. Click **Save & Close** and complete the tax and budget information for each line item.
8. Select **Submit for Approval**.

Creating a Requisition from a Punch-Out Catalog

1. From any page in APP, navigate to the **Catalogs** drop-down menu and select **Browse Items**. Alternatively you can select **Catalogs** from the **Catalogs** drop-down menu and see a list of punch-out suppliers at the bottom of the page.
2. Filter for punch-out suppliers by clicking **Advanced Search** and checking the **Punch Out Only** box. Then, use the search bar to enter the supplier name or scroll to find your desired supplier.
3. Click the  icon, and you will be redirected to the supplier's website. Add your desired items to the cart. Please note each supplier's catalog may vary.

| Order | Image | Commodity | Product Code | Manufacturer | Supplier | Short Description | Detailed Description | Price | Currency | Reviews | Contract | UOM | Validity Start Date | Validity End Date | Tag |
|-------|---|--------------|---------------------|--------------|---------------------|------------------------------|------------------------------|-------|----------|--------------|----------|------|---------------------|-------------------|-----|
| |  | AZ Commodity | Granger | | Granger | Granger Punchout | Granger Punchout | | | Add a review | | Each | 5/19/2018 | | |
| |  | AZ Commodity | WST | | WST | WST - Punchout | WST - Punchout | | | Add a review | | Each | 5/19/2018 | | |
| |  | AZ Commodity | Quality Connections | | Quality Connections | Quality Connections Punchout | Quality Connections Punchout | | | Add a review | | Each | 5/19/2018 | | |
| |  | AZ Commodity | Fastenal | | Fastenal | Fastenal Punchout | Fastenal Punchout | | | Add a review | | Each | 5/19/2018 | | |
| |  | AZ Commodity | Waxie | | WAXIE INC | Waxie Punchout | Waxie Punchout | | | Add a review | | Each | 5/19/2018 | | |
| |  | AZ Commodity | AutoZone | | AutoZone | Autozone Punchout | Autozone Punchout | | | Add a review | | Each | 4/18/2018 | | |
| |  | AZ Commodity | OFFICEDEPOT | | Office Depot | OFFICEDEPOT | OFFICEDEPOT | | | Add a review | | Each | 4/9/2018 | | |
| |  | AZ Commodity | AMAZON_PUN | | AMAZON.COM, INC. | Amazon punchout | Amazon punchout | | | Add a review | | Each | 4/9/2018 | | |

4. Select **Submit Items** (the text will vary depending on the supplier) and then you will be automatically redirected to APP.
5. Fill in Header information including **Site, Fiscal Year, Delivery Address** and **Invoicing Address**.
6. Click the **Pencil Icon** to edit the item's budget information.
7. Select the **Tax** and fill-in the necessary budget information. Please note that **Account Template** or **Function** are required fields for successful encumbrance. If these are left blank then **Budget Fiscal Year, Unit, Fund, Appr Unit, Object, Task, and Department** must be entered.
8. Click **Save & Close** and complete the tax and budget information for each line item.
9. Select **Submit for Approval**.